

15. Employment Record. Sections A through E **MUST** be completed even if you do not have this type of experience. A resume, letter, etc. will not be accepted as a substitute for the requested information below.

For each clerical duty experience area (A through E), check the length of time you have performed the type of work stated and list the jobs where you obtained that experience. You may add extra sheets if you require more space for listing employers. **ITEMS "A" THROUGH "E" MUST BE COMPLETED. EACH MUST HAVE ONE, AND ONLY ONE, ITEM (I.E. LENGTH OF EXPERIENCE) CHECKED. LENGTH OF EXPERIENCE IS BASED ON FULL-TIME (35 HOURS OR MORE PER WEEK) EMPLOYMENT.**

Note that an employer may be listed under more than one experience area if you obtained different types of experience while working with that same employer.

A General Clerical Duties Experience:

Examples of General Clerical Duties include filing, processing forms, receiving mail, scheduling appointments, taking telephone messages, operating fax and copy machines. **(Check one box only.)**

- ☐ None to less than 6 months (1)
☐ 6 months to less than 1 year (2)
☐ 1 year to less than 2 years (3)
☐ 2 years to less than 3 years (4)
☐ 3 years to less than 4 years (5)
☐ 4 years to less than 5 years (6)
☐ 5 years or more (7)

Employer where I obtained General Clerical Duties Experience:

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year

Employer where I obtained General Clerical Duties Experience:

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year

Employer where I obtained General Clerical Duties Experience:

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year

B Financial Clerical Duties Experience:

(Involving money, accounts, record-keeping, payroll, taxes, etc.) **Examples** of Financial Clerical Duties include recording financial data, processing of cash items, preparation of payroll forms, processing insurance applications and changes, maintaining tax records. **(Check one box only.)**

- ☐ None to less than 6 months (1)
☐ 6 months to less than 1 year (2)
☐ 1 year to less than 2 years (3)
☐ 2 years to less than 3 years (4)
☐ 3 years to less than 4 years (5)
☐ 4 years to less than 5 years (6)
☐ 5 years or more (7)

Employer where I obtained Financial Clerical Duties Experience:

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year

Employer where I obtained Financial Clerical Duties Experience:

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year

Employer where I obtained Financial Clerical Duties Experience:

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year

C Library Clerical Duties Experience:

(Applies to experience working in a library only.) **Examples** of Library Clerical Duties include charging and discharging books and other library materials, shelving and filing, maintaining catalogues, serials and other records of library transactions, providing assistance to library patrons in the use of files and indexes. **(Check one box only.)**

- ☐ None to less than 6 months (1)
☐ 6 months to less than 1 year (2)
☐ 1 year to less than 2 years (3)
☐ 2 years to less than 3 years (4)
☐ 3 years to less than 4 years (5)
☐ 4 years to less than 5 years (6)
☐ 5 years or more (7)

Employer where I obtained Library Clerical Duties Experience:

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year**Employer where I obtained Library Clerical Duties Experience:**

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year**Employer where I obtained Library Clerical Duties Experience:**

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year**D Purchase/Inventory Clerical Duties Experience:**

(Involving stock control, inventory records, etc.) **Examples** of Purchasing/Inventory Clerical duties include preparing purchase orders, resolving requisition, ordering or shipment problems, working with stock control and inventory records systems, checking shipments, assembling of stock for orders, conducting inventories, reviewing invoices. **(Check one box only.)**

- ☐ None to less than 6 months (1)
☐ 6 months to less than 1 year (2)
☐ 1 year to less than 2 years (3)
☐ 2 years to less than 3 years (4)
☐ 3 years to less than 4 years (5)
☐ 4 years to less than 5 years (6)
☐ 5 years or more (7)

Employer where I obtained Purchasing/Inventory Clerical Duties Experience:

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year**Employer where I obtained Purchasing/Inventory Clerical Duties Experience:**

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year**Employer where I obtained Purchasing/Inventory Clerical Duties Experience:**

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year

E Word Processing or Data Entry Clerical Duties Experience

Examples of Word Processing or Data Entry Clerical duties include those clerical functions where operating electronic key-entry machines (terminals, typewriters, word-processors, scanners, key punch equipment) are involved. Other duties may include editing, updating, retrieving, verifying and correcting data. **(Check one box only)**

- ☐ None to less than 6 months (1)
☐ 6 months to less than 1 year (2)
☐ 1 year to less than 2 years (3)
☐ 2 years to less than 3 years (4)
☐ 3 years to less than 4 years (5)
☐ 4 years to less than 5 years (6)
☐ 5 years or more (7)

Employer where I obtained Word Processing/ Data Entry Clerical Duties Experience:

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year**Employer where I obtained Word Processing/ Data Entry Clerical Duties Experience:**

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year**Employer where I obtained Word Processing/ Data Entry Clerical Duties Experience:**

Name _____

Address _____

Position Title _____

Dates of Employment / from _____ to _____
Month/Year Month/Year

The questions that follow allow your input regarding your employment needs and preferences. It is extremely important that you respond to each question and that you give each one full consideration. This information is used to help insure the best match between job applicant and employer need.

16. Are you willing to accept a clerical position in an institutional setting (e.g., State prison or hospital)?

☐ YES ☐ NO, I do not wish to work in an institution.

17. Certain clerical titles, like Stock Clerk and Vault Clerk, may involve heavy lifting. Are you willing to perform duties where heavy lifting of documents, ledgers, boxes, or equipment will be required?

☐ YES ☐ NO, I do not wish to do heavy lifting in my work.

18. Are you willing to accept an entry-level position at an entry-level salary? Entry-level positions typically do not require prior clerical experience and may have salaries in the \$10,000 to \$14,000 per year range.

☐ YES ☐ NO, I wish to be considered only for higher-level clerical positions that consider my work experience and/or have salaries higher than those stated.

19. If you are proficient in a language other than English and wish to be considered for a bilingual position involving English and another language, check the language in which you are proficient:

[Note that any claimed proficiency will be tested prior to your being hired into a permanent bilingual position] Please check only one.

Language

- | | |
|---|--|
| <input type="checkbox"/> French (FR) | <input type="checkbox"/> Russian (RU) |
| <input type="checkbox"/> French Creole (FC) | <input type="checkbox"/> Spanish (SP) |
| <input type="checkbox"/> Korean (KO) | <input type="checkbox"/> Vietnamese (VN) |
| <input type="checkbox"/> Polish (PL) | <input type="checkbox"/> American Sign Language (AS) |
| <input type="checkbox"/> Portuguese (PR) | |

20. Salary: Provide us with the **minimum** starting salary that you are willing to accept. The amount you enter does NOT obligate or commit you to this salary; it only affects your possible selection into employment lists. Note that open competitive employment lists are created based on the **starting salary** of the position to be filled.

I am willing to be considered for jobs whose **starting salary** begins at: ,000 per year.

You will NOT be considered for positions that pay LESS than the amount you indicate above. You may be considered, if eligible, for positions with salaries HIGHER than the amount you indicate above.

21. Have you also submitted an application for the Judiciary Clerical Assessment Program (J-CAP)?

☐ Yes

☐ No

Test takers that apply for both S-CAP and J-CAP will take only one test per year.

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS:

I authorize the New Jersey Department of Personnel to obtain any information relating to my work activities from prior and current employers. I release any organization or individual from any form of liability that may result from compliance with this authorization.

CERTIFICATION:

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that if my application is incomplete, it may be rejected. (WARNING: The Department of Personnel may refuse to examine, or certify after examination, any applicant who makes a false statement of any material fact per NJAC 4A:4-6.2.)

NOTE: This confidential Department of Personnel record may be reviewed by the appointing authority of the hiring agency.

Signature: _____

Date: _____

REMEMBER TO:

PLEASE INCLUDE THE REQUIRED \$15.00 PROCESSING FEE WITH YOUR 5 - PAGE APPLICATION.

(Your name, address and symbol number must appear on your check or money order.

Do not staple or pin payments to the application. Use paper clips.)

DO NOT MAIL CASH!

STATE GOVERNMENT TITLES INCLUDED IN THE STATE CLERICAL ASSESSMENT PROGRAM

CLERICAL TITLES REQUIRING 0-1 YEAR EXPERIENCE

State Government Titles

Audit Acct. Clerk	Sr. Payroll Clerk
Audit Acct. Clerk Typ.	Sr. Statistical Clerk
DEMO (Data Entry Machine Operator)	Sr. Stock Clerk
DEMO Terminal	Sr. Vault Clerk
Mail Clerk	Stock Clerk
Operator, Automated Typewriter	Stores Clerk
Payroll Clerk	Support Services Rep. 3
Postal Clerk	Support Services Rep. Trainee
Receptionist	Vault Clerk
Receptionist Bilingual In Spanish & English	Word Processing Spec. 3
Sr. Audit Acct. Clerk	
Sr. Audit Acct. Clerk Typ.	
Sr. Clerk	
Sr. Clerk Bilingual In Spanish & English	
Sr. Clerk Steno.	
Sr. Clerk Transcriber	
Sr. Clerk Transcriber Bilingual In Spanish & English	
Sr. Clerk Typist	
Sr. Clerk Typist Bilingual In Spanish & English	
Sr. DEMO	
Sr. File Clerk	
Sr. Library Asst.	
Sr. Library Asst. Typing	
Sr. Mail Clerk	
Sr. Operator Automated Typewriter	
Sr. Operator Automated Typewriter (10 months)	

Please refer to the DOP Website www.state.nj.us/personnel for Salary Information

CLERICAL TITLES REQUIRING 2 OR MORE YEARS EXPERIENCE

State Government Titles

Executive Secretarial Asst.
 Prin. Audit Account Clerk
 Prin. Audit Account Clerk Typ.
 Prin. Clerk
 Prin. Clerk Stenographer
 Prin. Clerk Transcriber
 Prin. Clerk Transcriber (Bilingual In Spanish & English)
 Prin. Clerk Typist
 Prin. Clerk Typist (Bilingual In Spanish & English)
 Prin. DEMO
 Prin. DEMO (Terminal)
 Prin. File Clerk
 Prin. Library Asst.
 Prin. Library Asst. Typ.
 Prin. Operator, Automated Typewriter
 Prin. Payroll Clerk
 Prin. Vault Clerk
 Purchasing Assistant
 Secretarial Asst. 1
 Secretarial Asst. 2
 Secretarial Asst. 3
 Secretarial Asst. 1 Nonstenographic
 Secretarial Asst. 2 Nonstenographic
 Secretarial Asst. 3 Nonstenographic
 Secretarial Asst. 3 Nonsteno (Bilingual In Spanish & English)
 Secretary DOT
 Support Services Rep. 1
 Support Services Rep. 2
 Word Processing Spec. 1
 Word Processing Spec. 2

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR THE STATE CLERICAL ASSESSMENT PROGRAM

(READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR APPLICATION)

1. PAYMENT METHOD: If you are currently receiving General Assistance (welfare), Aid to Families with Dependent Children (AFDC), or Supplemental Security Income (SSI), you are exempt from submitting the APPLICATION FEE. If so, check the box marked "FEE EXEMPTION," then check the box indicating the type of assistance you are receiving and enclose the required proof. ALL OTHER CANDIDATES are required to submit a \$15.00 fee for filing application forms. Check whether you are submitting a personal check or Money order payable to NJDOP. Enclose your check or money order with your application, **do not send cash and do not staple or pin the check to the application.** *NOTE: Any check returned for insufficient funds will result in the disqualification of that applicant from the selection process.*

2 & 3. LAST NAME, FIRST NAME: Use capital (uppercase) letters to print your last name, first name.

4. SOCIAL SECURITY NUMBER: Your Social Security number will be kept confidential and used as your applicant identification number to track all of your records and transactions associated with the application and testing process. Collecting this data is permissible under NJSA 11A:4-1, but its submission is voluntary. If you do not provide this number, a unique number will be assigned to you. However, once assigned, you will be responsible for remembering it for any inquiries you may have concerning your application or testing process.

5. DAYTIME TELEPHONE NUMBER: Enter the area code and telephone number where you can be contacted during normal working hours.

6. CITIZEN: Check the "YES" box if you are a United States citizen or the "NO" box if you are not a United States citizen.

7. CLAIMING VETERANS PREFERENCE: Check the "YES" box if you are claiming Civil Service Veterans Preference for this exam. If you have established veterans preference for exam purposes since April 1, 1980, no further action is needed. Otherwise, complete a veterans preference claim form and include the required documents. Claim forms are available on our web site at www.state.nj.us/personnel and at our office at 44 S. Clinton Ave., Trenton, NJ. Completed forms should be mailed to the Department of Military and Veterans Affairs. For more information, you may visit their web site at www.state.nj.us/military or contact them at 1-800-624-0508. If you are NOT a veteran or are NOT claiming veterans preference, check the "NO" box. Do NOT leave this section unanswered/blank.

8. REQUIRE ADA ASSISTANCE: Check the "YES" box if you would like to be contacted regarding auxiliary aid or reasonable accommodation in taking this examination in accordance with the Americans with Disabilities Act. Otherwise, check the "NO" box. Do NOT leave this section unanswered/blank.

9. MAILING ADDRESS: Clearly print your complete mailing address in capital (uppercase) letters. STREET: Enter the number and street of your mailing address, leave spacing as appropriate between number and street name. If you use a Post Office Box for your mailing address, you may omit the STREET entry. APT. or P.O. BOX: Enter EITHER your APARTMENT NUMBER or POST OFFICE BOX NUMBER as appropriate. If you use neither, omit the APT. or P.O. BOX entry. CITY: Print the name of the city in your mailing address. STATE: Enter the two-letter abbreviation of the state in your mailing address. ZIP CODE: Enter your zip code in your mailing address.

10. RESIDENCY CODE: If you do NOT live in New Jersey, enter 0000. If you live in New Jersey, enter your 4-digit residency code from the list provided on the two pages that follow these instructions. First, find the county, then the specific town, borough, city, or township in which you reside. Copy the corresponding code into these boxes. **Caution:** this code must represent where you LIVE, therefore it may or may not represent your MAILING ADDRESS. **Failure to complete this code properly may cause you to be rejected from this examination. Insure that the code you choose accurately represents where you live.**

11. E-MAIL ADDRESS: Enter your personal e-mail address, if any. Place each letter and character of your address in a box, using separate boxes for the symbols "at" (@) and for "dot" (.).

12. TEST LOCATION PREFERENCE: Check the box indicating the county in which you prefer to take the examination. **Check one box only for either evening or daytime testing.**

13. WORK LOCATION PREFERENCE(S): Check the box(es) for all counties in which you will accept employment. You MUST check at least one box in this section.

14. BACKGROUND DATA:

A: (Optional, Voluntary) Check the group of which you are a member.

B: (Optional, Voluntary) Indicate your sex.

C. EDUCATION: Check the box that represents the highest level of education that you have **completed**.

D. SUPPLEMENTAL EDUCATION INFORMATION: SECRETARIAL SCIENCE: Check "YES" if you have completed a two year degree in SECRETARIAL SCIENCE. Proof of your degree may be required at a later date. Check "NO" if you have NOT completed such a program.

15. EMPLOYMENT RECORD: (Pages 2 through 4) Follow the instructions on the application which appear at the beginning of this section. Items "A" through "E" MUST be completed. Each item must have one, and only one, length of experience checked. **FOR EACH ITEM (A through E) CHECK YOUR LEVEL OF EXPERIENCE AND LIST THE EMPLOYERS WHERE YOU OBTAINED THE EXPERIENCE YOU CHECKED. IF YOU OBTAINED DIFFERENT TYPES OF EXPERIENCE FROM ANY ONE EMPLOYER, YOU MAY LIST THAT SAME EMPLOYER UNDER MORE THAN ONE TYPE OF EXPERIENCE.**

16. through 18. WILLINGNESS QUESTIONS: Answer each question by checking the "YES" or "NO" box. Each question requires you to make a decision on your employment preferences and/or needs. Each question MUST be answered.

19. BILINGUAL POSITIONS: IF YOU ARE INTERESTED IN COMPETING FOR BILINGUAL POSITIONS (JOBS), check the language IN WHICH YOU ARE PROFICIENT AND WHICH YOU ARE WILLING TO USE ON THE JOB. Note that any claimed language proficiency will be tested prior to your being hired into a permanent bilingual position.

20. SALARY: Enter the first two digits of the minimum yearly salary you are willing to accept. TYPICAL clerical starting salaries are in the range of \$18,000 to \$24,000 per year. You should, of course, enter a realistic figure based on your personal needs. At the same time, you must consider that offers of employment in positions which start at substantially higher salaries are extremely limited.

21. J-CAP: ANSWER THIS QUESTION.

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS:

CERTIFICATION: Read each statement carefully. Sign your legal signature and enter the date of your signature.

Mail Completed Applications, along with the \$15.00 application fee or proof of exemption to:

New Jersey Department of Personnel
OC Application Processing Unit
S-CAP
P.O. Box 321
Trenton, New Jersey 08625-0321

Residency Codes

In section #10 of your application, enter the appropriate four-digit code for the municipality where you live.

Municipality	Code	Municipality	Code	Municipality	Code	Municipality	Code
Atlantic County				Haddon Twp	0416	West Caldwell Boro	0721
Absecon City	0101	Rivervale Twp	0253	Haddonfield Boro	0417	West Orange Town	0722
Atlantic City	0102	Rochelle Park Twp	0254	Haddon Heights Boro	0418		
Brigantine City	0103	Rockleigh Boro	0255	Hi Nella Boro	0419	Gloucester County	
Buena Boro	0104	Rutherford Boro	0256	Laurel Springs Boro	0420	Clayton Boro	0801
Buena Vista Twp	0105	Saddle Brook Twp	0257	Lawnside Boro	0421	Deptford Twp	0802
Corbin City	0106	Saddle River Boro	0258	Lindenwold Boro	0422	East Greenwich Twp	0803
Egg Harbor City	0107	South Hackensack Twp	0259	Magnolia Boro	0423	Elk Twp	0804
Egg Harbor Twp	0108	Teaneck Twp	0260	Merchantville Boro	0424	Franklin Twp	0805
Estell Manor City	0109	Tenafly Boro	0261	Mount Ephraim Boro	0425	Glassboro Boro	0806
Folsom Boro	0110	Teterboro Boro	0262	Oaklyn Boro	0426	Greenwich Twp	0807
Galloway Twp	0111	Upper Saddle River Boro	0263	Pennsauken Twp	0427	Harrison Twp	0808
Hamilton Twp	0112	Waldwick Boro	0264	Pine Hill Boro	0428	Logan Twp	0809
Hammononton Town	0113	Wallington Boro	0265	Pine Valley Boro	0429	Mantua Twp	0810
Linwood City	0114	Washington Twp	0266	Runnemede Boro	0430	Monroe Twp	0811
Longport Boro	0115	Westwood Boro	0267	Somerdale Boro	0431	National Park Boro	0812
Margate City	0116	Woodcliff Lake Boro	0268	Stratford Boro	0432	Newfield Boro	0813
Mullica Twp	0117	Wood-Ridge Boro	0269	Tavistock Boro	0433	Paulsboro Boro	0814
Northfield City	0118	Wyckoff Twp	0270	Voorhees Twp	0434	Pitman Boro	0815
Pleasantville City	0119			Waterford Twp	0435	South Harrison Twp	0816
Port Republic City	0120	Burlington County		Winslow Twp	0436	Swedesboro Boro	0817
Somers Point City	0121	Bass River Twp	0301	Woodlynne Boro	0437	Washington Twp	0818
Ventnor City	0122	Beverly City	0302			Wenonah Boro	0819
Weymouth Twp	0123	Bordentown City	0303	Cape May County		West Deptford Twp	0820
		Bordentown Twp	0304	Avalon Boro	0501	Westville Boro	0821
Bergen County		Burlington City	0305	Cape May City	0502	Woodbury City	0822
Allendale Boro	0201	Burlington Twp	0306	Cape May Point Boro	0503	Woodbury Heights Boro	0823
Alpine Boro	0202	Chesterfield Twp	0307	Dennis Twp	0504	Woolwich Twp	0824
Bergenfield Boro	0203	Cinnaminson Twp	0308	Lower Twp	0505		
Bogota Boro	0204	Delanco Twp	0309	Middle Twp	0506	Hudson County	
Carlstadt Boro	0205	Delran Twp	0310	North Wildwood City	0507	Bayonne City	0901
Cliffside Park Boro	0206	Eastampton Twp	0311	Ocean City	0508	East Newark Boro	0902
Closter Boro	0207	Edgewater Park Twp	0312	Sea Isle City	0509	Guttenberg Town	0903
Cresskill Boro	0208	Evesham Twp	0313	Stone Harbor Boro	0510	Harrison Town	0904
Demarest Boro	0209	Fieldsboro Boro	0314	Upper Twp	0511	Hoboken City	0905
Dumont Boro	0210	Florence Twp	0315	West Cape May Boro	0512	Jersey City	0906
East Rutherford Boro	0212	Hainesport Twp	0316	West Wildwood Boro	0513	Kearny Town	0907
Edgewater Boro	0213	Lumberton Twp	0317	Wildwood City	0514	North Bergen Twp	0908
Elmwood Park Boro	0211	Mansfield Twp	0318	Wildwood Crest Boro	0515	Secaucus Town	0909
Emerson Boro	0214	Maple Shade Twp	0319	Woodbine Boro	0516	Union City	0910
Englewood City	0215	Medford Twp	0320			Weehawken Twp	0911
Englewood Cliffs Boro	0216	Medford Lakes Boro	0321	Cumberland County		West New York Town	0912
Fair Lawn Boro	0217	Moorestown Twp	0322	Bridgeton City	0601		
Fairview Boro	0218	Mount Holly Twp	0323	Commercial Twp	0602	Hunterdon County	
Fort Lee Boro	0219	Mount Laurel Twp	0324	Deerfield Twp	0603	Alexandria Twp	1001
Franklin Lakes Boro	0220	New Hanover Twp	0325	Downe Twp	0604	Bethlehem Twp	1002
Garfield City	0221	North Hanover Twp	0326	Fairfield Twp	0605	Bloomsbury Boro	1003
Glen Rock Boro	0222	Palmyra Boro	0327	Greenwich Twp	0606	Califon Boro	1004
Hackensack City	0223	Pemberton Boro	0328	Hopewell Twp	0607	Clinton Town	1005
Harrington Park Boro	0224	Pemberton Twp	0329	Lawrence Twp	0608	Clinton Twp	1006
Hasbrouck Heights Boro	0225	Riverside Twp	0330	Maurice River Twp	0609	Delaware Twp	1007
Haworth Boro	0226	Riverton Boro	0331	Millville City	0610	East Amwell Twp	1008
Hillsdale Boro	0227	Shamong Twp	0332	Shiloh Boro	0611	Flemington Boro	1009
Hohokus Boro	0228	Southampton Twp	0333	Stow Creek Twp	0612	Franklin Twp	1010
Leonia Boro	0229	Springfield Twp	0334	Upper Deerfield Twp	0613	Frenchtown Boro	1011
Little Ferry Boro	0230	Tabernacle Twp	0335	Vineland City	0614	Glen Gardner Boro	1012
Lodi Boro	0231	Washington Twp	0336			Hampton Boro	1013
Lyndhurst Twp	0232	Westampton Twp	0337	Essex County		High Bridge Boro	1014
Mahwah Twp	0233	Willingboro Twp	0338	Belleville Town	0701	Holland Twp	1015
Maywood Boro	0234	Woodland Twp	0339	Bloomfield Town	0702	Kingwood Twp	1016
Midland Park Boro	0235	Wrightstown Boro	0340	Caldwell Boro	0703	Lambertville City	1017
Montvale Boro	0236			Cedar Grove Twp	0704	Lebanon Boro	1018
Moonachie Boro	0237	Camden County		East Orange City	0705	Lebanon Twp	1019
New Milford Boro	0238	Audubon Boro	0401	Essex Fells Boro	0706	Milford Boro	1020
North Arlington Boro	0239	Audubon Park Boro	0402	Fairfield Boro	0707	Raritan Twp	1021
Northvale Boro	0240	Barrington Boro	0403	Glen Ridge Boro	0708	Readington Twp	1022
Norwood Boro	0241	Bellmawr Boro	0404	Irvington Town	0709	Stockton Boro	1023
Oakland Boro	0242	Berlin Boro	0405	Livingston Twp	0710	Tewksbury Twp	1024
Old Tappan Boro	0243	Berlin Twp	0406	Maplewood Twp	0711	Union Twp	1025
Oradell Boro	0244	Brooklawn Boro	0407	Millburn Twp	0712	West Amwell Twp	1026
Palisades Park Boro	0245	Camden City	0408	Montclair Town	0713		
Paramus Boro	0246	Cherry Hill Twp	0409	Newark City	0714	Mercer County	
Park Ridge Boro	0247	Chesilhurst Boro	0410	North Caldwell Boro	0715	East Windsor Twp	1101
Ramsey Boro	0248	Clementon Boro	0411	Nutley Town	0716	Ewing Twp	1102
Ridgefield Boro	0249	Collingswood Boro	0412	Orange City	0717	Hamilton Twp	1103
Ridgefield Park Village	0250	Gibbsboro Boro	0413	Roseland Boro	0718	Hightstown Boro	1104
Ridgewood Twp	0251	Gloucester City	0414	South Orange Village Twp	0719	Hopewell Boro	1105
River Edge Boro	0252	Gloucester Twp	0415	Verona Boro	0720		

Residency Codes (continued)

In section #10 of your application, enter the appropriate four-digit code for the municipality where you live.

Municipality	Code	Municipality	Code	Municipality	Code	Municipality	Code
Hopewell Twp	1106	Roosevelt Boro	1341	Ocean Twp	1520	Byram Twp	1904
Lawrence Twp	1107	Rumson Boro	1342	Ocean Gate Boro	1521	Frankford Twp	1905
Pennington Boro	1108	Sea Bright Boro	1343	Pine Beach Boro	1522	Franklin Boro	1906
Princeton Boro	1109	Sea Girt Boro	1344	Plumsted Twp	1523	Fredon Twp	1907
Princeton Twp	1110	Shrewsbury Boro	1345	Point Pleasant Boro	1524	Green Twp	1908
Trenton City	1111	Shrewsbury Twp	1346	Point Pleasant Beach Boro	1525	Hamburg Boro	1909
Washington Twp	1112	Lake Como	1347	Seaside Heights Boro	1526	Hampton Twp	1910
West Windsor Twp	1113	Spring Lake Boro	1348	Seaside Park Boro	1527	Hardyston Twp	1911
		Spring Lake Heights Boro	1349	Ship Bottom Boro	1528	Hopatcong Boro	1912
		Tinton Falls Boro	1356	South Toms River Boro	1529	Lafayette Twp	1913
Middlesex County		Union Beach Boro	1350	Stafford Twp	1530	Montague Twp	1914
Carteret Boro	1201	Upper Freehold Twp	1351	Surf City Boro	1531	Newton Town	1915
Cranbury Twp	1202	Wall Twp	1352	Tuckerton Boro	1532	Ogdensburg Boro	1916
Dunellen Boro	1203	West Long Branch Boro	1353	Union Twp	1533	Sandyston Twp	1917
East Brunswick Twp	1204					Sparta Twp	1918
Edison Twp	1205					Stanhope Boro	1919
Helmetta Boro	1206	Morris County		Passaic County		Stillwater Twp	1920
Highland Park Boro	1207	Boonton Town	1401	Bloomington Boro	1601	Sussex Boro	1921
Jamesburg Boro	1208	Boonton Twp	1402	Clifton City	1602	Vernon Twp	1922
Madison Twp	1209	Butler Boro	1403	Haledon Boro	1603	Walpack Twp	1923
Metuchen Boro	1210	Chatham Boro	1404	Hawthorne Boro	1604	Wantage Twp	1924
Middlesex Boro	1211	Chatham Twp	1405	Little Falls Twp	1605		
Milltown Boro	1212	Chester Boro	1406	North Haledon Boro	1606		
Monroe Twp	1213	Chester Twp	1407	Passaic City	1607	Union County	
New Brunswick City	1214	Denville Twp	1408	Paterson City	1608	Berkeley Heights Twp	2001
North Brunswick Twp	1215	Dover Town	1409	Pompton Lakes Boro	1609	Clark Twp	2002
Old Bridge Twp	1227	East Hanover Twp	1410	Prospect Park Boro	1610	Cranford Twp	2003
Perth Amboy City	1216	Florham Park Boro	1411	Ringwood Boro	1611	Elizabeth City	2004
Piscataway Twp	1217	Hanover Twp	1412	Totowa Boro	1612	Fanwood Boro	2005
Plainsboro Twp	1218	Harding Twp	1413	Wanaque Boro	1613	Garwood Boro	2006
Sayreville Boro	1219	Jefferson Twp	1414	Wayne Twp	1614	Hillside Twp	2007
South Amboy City	1220	Kinnelon Boro	1415	West Milford Twp	1615	Kenilworth Boro	2008
South Brunswick Twp	1221	Lincoln Park Boro	1416	West Paterson Boro	1616	Linden City	2009
South Plainfield Boro	1222	Long Hill	1440			Mountainside Boro	2010
South River Boro	1223	Madison Boro	1417	Salem County		New Providence Boro	2011
Spotswood Boro	1224	Mendham Boro	1418	Alloway Twp	1701	Plainfield City	2012
Woodbridge Twp	1225	Mendham Twp	1419	Carney's Point Twp	1716	Rahway City	2013
		Mine Hill Twp	1420	Elmer Boro	1702	Roselle Boro	2014
Monmouth County		Montville Twp	1421	Elsinboro Twp	1703	Roselle Park Boro	2015
Aberdeen Twp	1355	Morris Twp	1422	Lower Alloways Creek Twp.....	1704	Scotch Plains Twp	2016
Allenhurst Boro	1301	Morris Plains Boro	1423	Mannington Twp	1705	Springfield Twp	2017
Allentown Boro	1302	Morristown Town	1424	Oldmans Twp	1706	Summit City	2018
Asbury Park City	1303	Mountain Lakes Boro	1425	Penns Grove Boro	1707	Union Twp	2019
Atlantic Highlands Boro	1304	Mount Arlington Boro	1426	Pennsville Twp	1708	Westfield Twp	2020
Avon-by-the-Sea Boro	1305	Mount Olive Twp	1427	Pilesgrove Twp	1709	Winfield Twp	2021
Belmar Boro	1306	Netcong Boro	1428	Pittsgrove Twp	1710		
Bradley Beach Boro	1307	Parsippany-Troy Hills Twp	1429	Quinton Twp	1711	Warren County	
Brielle Boro	1308	Passaic Twp	1430	Salem City	1712	Allamuchy Twp	2101
Colts Neck Twp	1309	Pequannock Twp	1431	Upper Penns Neck Twp	1713	Alpha Boro	2102
Deal Boro	1310	Randolph Twp	1432	Upper Pittsgrove Twp	1714	Belvidere Town	2103
Eatontown Boro	1311	Riverdale Boro	1433	Woodstown Boro	1715	Blairstown Twp	2104
Englishtown Boro	1312	Rockaway Boro	1434			Franklin Twp	2105
Fair Haven Boro	1313	Rockaway Twp	1435	Somerset County		Frelinghuysen Twp	2106
Farmingdale Boro	1314	Roxbury Twp	1436	Bedminster Twp	1801	Greenwich Twp	2107
Freehold Boro	1315	Victory Gardens Boro	1437	Bernards Twp	1802	Hackettstown Town	2108
Freehold Twp	1316	Washington Twp	1438	Bernardsville Boro	1803	Hardwick Twp	2109
Hazlet Twp	1339	Wharton Boro	1439	Bound Brook Boro	1804	Harmony Twp	2110
Highlands Boro	1317			Branchburg Twp	1805	Hope Twp	2111
Holmdel Twp	1318	Ocean County		Bridgewater Twp	1806	Independence Twp	2112
Howell Twp	1319	Barneget Twp	1534	Far Hills Boro	1807	Knowlton Twp	2113
Interlaken Boro	1320	Barneget Light Boro	1501	Franklin Twp	1808	Liberty Twp	2114
Keansburg Boro	1321	Bay Head Boro	1502	Green Brook Twp	1809	Lopatcong Twp	2115
Keyport Boro	1322	Beach Haven Boro	1503	Hillsboro Twp	1810	Mansfield Twp	2116
Little Silver Boro	1323	Beachwood Boro	1504	Manville Boro	1811	Oxford Twp	2117
Loch Arbour Village	1324	Berkeley Twp	1505	Millstone Boro	1812	Pahaquarry Twp	2118
Long Branch City	1325	Brick Twp	1506	Montgomery Twp	1813	Phillipsburg Town	2119
Manalapan Twp	1326	Dover Twp	1507	North Plainfield Boro	1814	Pohatcong Twp	2120
Manasquan Boro	1327	Eagleswood Twp	1508	Peapack-Gladstone Boro	1815	Washington Boro	2121
Marlboro Twp	1328	Harvey Cedars Boro	1509	Raritan Boro	1816	Washington Twp	2122
Matawan Boro	1329	Island Heights Boro	1510	Rocky Hill Boro	1817	White Twp	2123
Middletown Twp	1331	Jackson Twp	1511	Somerville Boro	1818		
Millstone Twp	1332	Lacey Twp	1512	South Bound Brook Boro	1819	Residents of Other States	0000
Monmouth Beach Boro	1333	Lakehurst Boro	1513	Warren Twp	1820		
Neptune City Boro	1335	Lakewood Twp	1514	Watchung Boro	1821		
Neptune Twp	1334	Lavallette Boro	1515				
New Shrewsbury Boro	1336	Little Egg Harbor Twp	1516	Sussex County			
Ocean Twp	1337	Long Beach Twp	1517	Andover Boro	1901		
Oceanport Boro	1338	Manchester Twp	1518	Andover Twp	1902		
Red Bank Boro	1340	Mantoloking Boro	1519	Branchville Boro	1903		